

Security - 11

ADMINISTRATIVE - INTERNAL USE ONLY

Chief, Space allocations and Facilities
Branch, O/L

12 November 1964

ATTN : *1 J 450 ge.*
Chief, Records Administration Staff, DD/S

Proposed Secure Areas in Key Building

1. In accordance with your request, and I met with to review his request for secure areas in the Key Building.

2. Confining our review to records keeping requirements, we found the proposed space established for storage of classified records to be adequate. We also recommended the possibility for further utilization of space saving shelf files in lieu of some safe type filing equipment presently being used.

3. I therefore, from a Records Management viewpoint, approve the proposed secure area

cc: Office of Security (hand carried by on 11/12/64,

DDS/RAS/ fms (11/12/64)

ADMINISTRATIVE - INTERNAL USE ONLY